

Arizona Department of Real Estate

TEAM – “Together Everyone Achieves More”

The Department of Real Estate regulates the sale of subdivisions, unsubdivided lands, timeshares, condominiums, membership campgrounds, and cemeteries. It approves and monitors pre-licensing instruction, testing and continuing education courses. The Department also oversees the activities of licensees, investigates complaints against licensees and land developers, and participates in administrative hearings pertaining to their conduct.

Senior Investigator

Department of Real Estate

100 N. 15th Ave., Suite 201

Phoenix, AZ 85007

Annual Salary between \$40,000.00 - \$49,000.00

Applications can be submitted under reference number 46917 on AZ State Jobs

<https://azstatejobs.azdoa.gov/>

JOB SUMMARY:

The Arizona Department of Real Estate (ADRE), Auditing & Investigations Division is seeking a Senior Investigator to conduct investigations on complaints, and investigative audits.

JOB DUTIES:

- Investigate incoming complaints and conduct audits by compiling and analyzing relevant facts from various documents and databases;
- Conduct interviews in person or by telephone of subjects involved in the investigation and conduct on-site broker audits to gather relevant evidence as needed;
- Interface with other governmental/investigative agencies and testify at administrative hearings and/or in a court of law as a witness for the Department as needed;
- Prepare summary reports with appropriate documentation to support findings of fact and recommendations for corrective action, referral for disciplinary action through an administrative hearing, referral for criminal prosecution to the Attorney General’s Office and/or closure of the case file;
- Assist walk-in constituents and respond to incoming e-mails and telephone calls; and
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of:

- Basic knowledge of Arizona Title 32 (Real Estate) Statutes; Arizona Title 13 (Criminal) Statutes; Real Estate Commissioner's Rules; other state and federal laws pertinent to real estate;
- Interviewing and investigative techniques;
- Generally accepted principles of auditing and accounting;
- Real estate practices and documents;
- Techniques of subdividing land, creating time shares, condominiums and cemeteries;
- Computerized software products and application, including its use in auditing and accounting processes, data source exploration, internet access, digital photography, etc.; and
- Legal terminology and court proceedings; English, spelling and grammar.

Skill in:

- Basic accounting/bookkeeping;
- Chain of evidence;
- Charting chain of title;
- Interviewing;
- Interpersonal relationships;
- Relevant record collection and preservation;
- Testifying in Administrative Hearings;
- Use of software to prepare and produce qualitative reports; and
- Analyzing information to draw conclusions.

Ability to:

- Communicate clearly and effectively both orally and in writing;
- Work within deadlines;
- Organize, prioritize and perform multiple tasks to complete job functions;
- Read, comprehend and interpret complex documents, written materials, site and plat maps, etc.;
- Evaluate real estate documents, contracts and other legal documents;
- Evaluate banking and other financial documents;
- Understand written and verbal instructions;
- Exercise good judgment in safeguarding confidential and sensitive information;
- Exercise diplomacy when dealing with people in sensitive situations; and
- Ability to testify in Administrative Hearings and Courts of Law on behalf of the Department.

SELECTIVE PREFERENCE(S):

- 2-5 years prior experience as an Investigator, preferably in an administrative/regulatory agency; and/or 2 years accounting/auditing experience; 2 years industry experience, i.e. Title Company, Real Estate Brokerage, Development Company.

PRE-EMPLOYMENT REQUIREMENTS:

- Valid Arizona Driver's License

BENEFITS:

The State of Arizona will provide the following to you:

- A [robust and affordable insurance](#) plan to include medical, dental, life, short-term and long-term disability options
- A top-ranked [retirement program](#) with 100% employer matched contribution
- 10 paid holidays per year
- Accrued vacation and sick days
- An incentivized [commuter club](#) and public transportation [subsidy program](#)
- Work-life balance and additional options for life betterment such as: deferred compensation, credit union membership, and a wellness program
- Rewarding work that impacts the people of Arizona

RETIREMENT:

Positions in this classification participate in the Arizona State Retirement System (ASRS).

Please note, enrollment eligibility will become effective after 27 weeks of employment.

CONTACT US:

If you have any questions, please feel free to contact the HR Specialist at (602) 771-7766 for assistance.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting the Department at the number above. Requests should be made as early as

possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.